



# The Fleet & Family Support Center

September  
2001

## A MID-SOUTH CALENDAR FOR EDUCATION AND TRAINING

### CAREER DEVELOPMENT

#### Résumé Writing

*September 18 from 11:00 a.m. to 12:00 p.m.*

Learn how to write a résumé that best reflects your skills, knowledge and abilities.

#### Advanced Résumé Writing

*September 19 from 11:00 a.m. to 12:00 p.m.*

Do you have a plan in place to get the right information (résumés) to the right person (hiring manager) at the right time (when they're hiring)? If not then the Advanced Résumé Workshop is right for you. Learn how to turn your résumé into a dynamic marketing device designed to identify your assets and reduce your liabilities as a potential employee. Do you know what skills employers look for in new hires? Our advanced résumé workshop answers these questions and more.

#### Job Search Via the Internet

*September 20 from 3:00 to 4:30 p.m.*

The Internet is a valuable tool for job searching. Learn to use search engines to locate job announcements, company information, monster boards, and career advice. We cover techniques for completing online applications and résumé. This is the wave of the future-catch it!



#### Interviewing Techniques

*October 25 11:00 a.m. to 12:00 p.m.*

Do you get nervous in interviews? How would you feel if you KNEW the questions they are going to ask of you? This powerful workshop covers the most common questions asked of prospective employees. It provides in-depth answers to many of your job interview questions. You'll learn how to handle questions that may end up identifying your weak areas as well.

#### Introduction to the Internet

*September 17 from 2:00 p.m. to 4:30 p.m.*

This workshop will introduce you to the Internet language, use the Internet Explorer 5.5 browser, and teach you how to surf the World Wide Web (www) through search engines.

#### Computer Tutorial Programs

The Career Development Resource Center has a variety of computerized tutorial programs including Microsoft Office, Word, Excel, Access, PowerPoint, and others. Stop in the CDRC office anytime between 8:00 a.m. and 4:30 p.m. Monday through Friday.

#### Transition Assistance Program (TAP)

*Executive: September 10-14 8:30 a.m. – 4:00 p.m.*

*Open to All: October 1-5 8:30 a.m. – 4:00 p.m.*

The Transition Assistance Program (TAP) provides information and assistance to all separating or retiring members regarding pre-separation counseling, employment assistance, relocation assistance, and veterans' benefits. Military members and their spouses are encouraged to attend a TAP seminar at least 180 days prior to their scheduled separation or retirement date.



#### Banking and Financial Services

Develop the knowledge and skills to choose the appropriate financial institution for you.

#### Car Buying Strategies

Develop the knowledge, skills and self-confidence necessary to effectively negotiate the best deal.

#### Consumer Awareness

Raise your awareness of consumer issues to help you make deliberate choices about spending your money in today's complicated marketplace.

#### Credit Management

Do you have good credit? Learn how to establish and maintain a good credit rating, avoid excessive debt, and make wise use of credit.

## FOR PARENTS & CAREGIVERS

### Active Parenting Today

*Mondays from 3:00 p.m. to 5:00 p.m. beginning in January.*



If you have children ages 2-12, give yourself six evenings to become a "pro" at this most important job. Topics include The Active Parent, Instilling Courage and Self-esteem, Understanding Your Child, Developing Responsibility, Winning Cooperation, and Active Parenting in a Democratic Society. Active Parenting Today recognizes that today's issues are today's families, and although families may differ, the problems are the same. Come and learn how to talk to your child and be a better parent. This six session course begins in January and will be held every Monday through February from 3:00 p.m. to 5:00 p.m.

## PERSONAL GROWTH

### Anger Management

*October 16 3:00 p.m. to 4:30 p.m. (3 part series)*



Have you ever felt you have reached your LIMIT? All of us live in a fast-paced world, and have more demands placed upon us than we have time and energy to meet. We often feel stressed, react with anger, and find ourselves unable to communicate our needs, feelings, and frustrations. "Anger Management" is designed to help participants know more about their feelings and reactions when faced with stress and anger and to help them increase their skills in managing these. Session one of the workshop will deal with stress, session two with anger, and session three with communication. Participants may attend a single session or all three.

## RELOCATION

### Sponsor Training

*September 20 from 2:00 p.m. to 3:00 p.m.*

The Command Sponsor and Indoctrination Program (OPNAVINST 1740.3A) is designed to facilitate the adaptation of the service member and family members to a new working and living environment. A good sponsor helps to expedite the newcomer's ability to become a productive member of the receiving command. This training will teach sponsors how to assist incoming personnel overcome relocation difficulties and apprehension associated with a PCS move. Each command should have their assigned sponsors attend this training.

### Smooth Move

*October 24 from 1:00 p.m. to 3:00 p.m.*

Are you preparing to relocate outside of the area? The Smooth Move program will provide information necessary to process out of Millington (i.e., housing, checkout, privately owned vehicle shipment, pet shipment, transportation/travel arrangements and household goods shipment) and information to cope with the effects of the move on the family (i.e., stress and financial considerations).



## Fleet and Family Support Center

**Naval Support Activity Mid-South**

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**FLEET AND FAMILY SUPPORT CENTER classes and workshops are free; however, registration is necessary. Call 874-5075/5375 to register.**